

### **Summary of Duties**~~Role Description~~

As a councillor, you have three main roles to play in your municipality over your four year term of office: a representative ~~of~~ accountable to the public, a policy-maker supporting the municipality, and a good steward of city resources ~~and finances~~ in the municipal budget process.

~~These roles may often overlap. You will be called on to consider and make decisions on issues that will sometimes be complex and controversial. Many of these decisions will have long term consequences for your municipality that extend beyond your four year term of office, and should be made in the context of your municipality's plans for the long term health and welfare of your community.†~~ Decisions should be made for the long-term health and welfare of your community, with consideration given to the City's strategic plan and budget.

### **Work Performed**~~Areas of Responsibility~~

#### **Representation of ward interests, citizens, and city wide issues**

- ~~Meet~~ Engage with ward residents, gain familiarity with local issues/concerns ~~about existing and proposed City services directions and changes.~~
- ~~Attend community association meetings and~~ Keep up-to-date with ward issues, needs and concerns, and communicate Council decisions concerning services/programs/issues to ward residents.
- ~~Communicate Council decisions concerning services/programs/issues to ward residents, either through attendance at meetings, preparation of newsletters or other communication vehicles.~~
- Liaise between constituents and civic administration in order to ~~Provide~~ provide assistance, direction and information to ward residents on access or use of City services and other community services as appropriate, and referrals to non-city community services as appropriate.
- Direct citizens to their appropriate MP, MPP, or school Trustee, for federal, provincial, or school related issues.
- Obtain the assistance of City staff in resolving and addressing ~~unique or particular~~ issues or concerns raised by ward residents.
- ~~Correspond with constituents in a timely manner. Respond to constituent emails and phone calls~~

#### **Policy and City Program/services direction and approval**

- ~~Chair/Host~~ attend public consultation meetings to explain and obtain feedback on service proposals and directions affecting City of London citizens.
- Read & review meeting agendas for Council, committees, agencies, boards, and commissions, staff studies and proposals on a wide range of local programs and issues ~~ranging from infrastructure development/maintenance, social assistance, emergency and protective services (police, fire, ambulance), recreation and city planning and development.~~

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† Ontario Website

- ~~Assist in setting~~ Direct broad planning and service ~~directions provision~~ for the current and future needs of the City of London by ~~reviewing and ultimately voting on~~ developing the Strategic Plan ~~and on the expenditure of funds for studies/assessments to evaluate the need for certain programs, projects and initiatives.~~
- ~~Participate~~ Engage in ~~setting~~ City budget ~~deliberations which and~~ determining service fees and tax levels as well as service/program ~~levels delivery to balance the provision of services to City of London citizens with the maintenance of acceptable fee/taxation levels to pay for programs/services.~~
- Develop positions and motions to influence the direction of policy/programs/services; ~~determine level of support amongst citizens and colleagues~~, refine proposals and present and justify these at Committees of Council and Council meetings.

### Representation on Committees of Council/Boards

- Serve on Standing Committees of Council (Civic Works, Community & Protective Services, Corporate Services, and Planning and Environment, with an expectation that you are ready, willing and able to serve on each of these committees during your term.
- Serve on the Strategic Priorities and Policy Committee (~~all members of committee of the whole~~) and attend both committee & Council meetings.
- Serve ~~in as a~~ Council representative ~~positions~~ on the City's external Agencies, Boards, and Commissions, ~~(e.g. Library Board, Police Services Board, Health Unit, Housing, etc)~~ and be available to assume a fair proportion of the workload with Council colleagues, noting these take place on a variety of times and days at a variety of locations ~~and also require prep time with agendas and background reading in addition to the direct Council & Committee related agendas.~~
- Review, evaluate staff proposals, studies and recommendations concerning City services/programs with regard to both citizen and financial impacts.
- Integrate local/ward concerns/issues with overall City-wide service/program needs
- Respond to and accurately represent issues before council with media.
- Adhere to Council's Code of Conduct.
- Have or develop an understanding of ~~the Council's~~ Procedural By-laws, ~~and including~~ Rules of Order for standing committees and council meetings
- Maintain confidentiality as directed by the City Solicitor or City Clerk on matters of a confidential nature before council.
- Participate in training where required with Agencies, Boards, and Commissions.
- In the event of an emergency (ie: floods, tornado, train derailment, etc), assist in communicating clear, consistent messaging from the Mayor & Emergency Operations Centre leads to support public safety.

### Compensation:

Current Rate of Pay: \$65,000 a year

Phone, laptop, and mileage expense compensation provided

**Contract-Additional Details:**

Full-time position, between 35 to 60 hours a week

4 year term

Mix of remote and in-person working environments (primarily in-person)

An expectation to be available at times as much as 7 days a week at various times to represent the city at meetings and events both internal and external.

**Other Information**

Spending account of \$15,000 annually towards work related expenses etc.

Opportunity to attend provincial and national conferences